

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

## JOB ANNOUNCEMENT

**POSITION: DIRECTOR - HEALTH PROMOTIONS**

Posting# 1059-0116md

### REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

**STARTING SALARY: Step 52; \$2,428 bi-weekly** - \$30.35 per hour

*Plus benefits package - Step increase available after completing probation and annually thereafter.*

**OPENING DATE:** December 23, 2015

**CLOSING DATE:** January 11, 2016

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*

**For additional information see the job description at -** <http://www.utahcounty.gov/jobs>

### JOB SUMMARY:

Under the general guidance and direction of the Executive Director, performs administrative and professional duties in the Division of Health Promotion. Trains and supervises division staff.

### DUTIES INCLUDE:

**Supervises** all employees in the division including hiring, orienting, training, evaluating, and monitoring performance.

**Assesses** the operation of division programs, evaluates their effectiveness, and recommends changes when needed.

**Coordinates** and assigns work.

**Prepares** and monitors budget information.

**Reviews** materials developed by staff and by other agencies for accuracy and appropriateness.

**Writes** grant applications and administers grant funds; Determines appropriate use of contract grant funds.

### EVALUATION AND SELECTION FACTORS INCLUDE:

**Knowledge of:** health education theory and principles; the principles of human behavior modification and public health terminology, methodology, organization, and practices.

**Skill in:** education / training techniques; written and verbal communication and counseling, interviewing, and problem diagnosis.

**Ability to:** establish and maintain effective relationships with local and State health education personnel, public health professionals, and community health education and safety specialists; write technical reports, develop curriculum, make presentations, and objectively evaluate program effectiveness; be an active lead member of a team and be self-motivated and self-directed.

**REQUIREMENTS FOR EMPLOYMENT:** *Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.*

Equivalent to a Master's degree in public health, community health, or health promotion; and Five (5) years as a community health educator including two (2) years in a supervisory role. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

### LICENSURE/CERTIFICATIONS:

Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment; and must be CHES eligible.

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.